

Minutes

Meeting of the Rules Committee

March 4, 2011, 2:00 p.m., Room 104 Melson

The meeting was called to order by Aanstoos at 2:00

Present: Aanstoos, Best, Crager, DeFoor, Kim, Ringlaben, Stanfield

Absent: Hoff, Ponder

1. The minutes of the February 11, 2011 meeting were unanimously approved.
2. The proposal (RCP 2D) to revise the charge and composition of the Technology Committee was unanimously approved (see Appendix 1)
3. The proposal (RCP 2E) to revise the name of the University Facilities and Services Committee was unanimously approved (see Appendix 2)
4. The proposal (RCP 17A) to codify for future Protocols of the Senate a specification of membership on the Graduate Programs Committee was unanimously approved. (See Appendix 3)
5. The proposal (RCP 10) to clarify the status of *ex officio* members of Senate committees was unanimously approved (see Appendix 4)
6. The proposal (RCP 11) to combine the positions of Secretary to the general faculty and Executive Secretary of the Faculty Senate (see Appendix 5)
7. The proposal (RCP 27) to revise the procedures for amending the *Policies and Procedures* was unanimously approved. (See Appendix 6)
8. The proposal (RCP 25) to revise the procedures for amending the *Bylaws* was unanimously approved. (See Appendix 7)
9. The proposal (RCP 7) to revise the definition of a quorum for general faculty meetings was unanimously approved. (see Appendix 8)
10. the proposal (RCP 28) revise the process for electing on-senator representatives was unanimously approved (see Appendix 9)
11. The proposal (RCP 29) to replace the term “College of Arts and Sciences” was unanimously approved (see Appendix 10)
12. The proposal (RCP 30) to replace outdated names of Senate committees was unanimously approved (see Appendix 11)
13. The proposal (RCP 32) to allow for re-election of non-Senate representatives was unanimously approved (See Appendix 12)
14. The proposal (RCP 33) to authorize committees to appoint subcommittees and task forces was amended and then unanimously approved (see Appendix 13)
15. Aanstoos reviewed a list of future agenda items (see Appendix 14). The Committee discussed the question of whether it should be the first Senate body to consider new college bylaws for recommendation to the Senate for approval, and concluded that it would be.

The meeting was adjourned at 3:10 p.m.

APPENDIX 1

RCP 2D

Additional changes to the proposal for revisions to the Senate committees

MOTION: To revise *Policies and Procedures* (Article IV, Section 2,I,11 as amended by the proposal “To Revise the Standing Committees” presented to the Faculty Senate as Action Item B of Committee XIII on the Agenda of 2-25-1; motion adopted by Senate February 25, 2011) by the following revision:

To change the charge of the Technology Committee as follows (strike-through material = deletions, highlighted material are additions):

To recommend policy and procedures concerning the integration of information and instructional technology into the academic mission, including distance and online learning, and the choice of software and hardware support; to ~~compile an annual evaluation of~~ evaluate the state of information technology at the University; and to advise with respect to the campus computer centers, and the Office of Information Technology. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; ~~two~~ three administrators: the Chief Information Officer; the Director of Distance and Distributed Education, and one appointed by the Provost; one student representative, appointed by SGA. (Total: ~~13~~14)

Upon adoption of this motion the described charge and composition of the Technology Committee would be:

To recommend policy and procedures concerning the integration of information and instructional technology into the academic mission, including distance and online learning, and the choice of software and hardware support; to evaluate the state of information technology at the University; and to advise with respect to the campus computer centers, and the Office of Information Technology. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: the Chief Information Officer; the Director of Distance and Distributed Education, and one appointed by the Provost; one student representative, appointed by SGA. (Total: 14)

APPENDIX 2

RCP 2E

Further changes to the proposal for revisions to the Senate committees

MOTION: To revise *Policies and Procedures* (Article IV, Section 2,I,6 as amended by the proposal “To Revise the Standing Committees” presented to the Faculty Senate as Action Item B of Committee XIII on the Agenda of 2-25-1; motion adopted by Senate February 25, 2011) by the following revision:

To change the newly approved name of the University Environment Committee (formerly the General University Matters Committee) by renaming it the University Facilities and Services Committee

APPENDIX 3

RCP 17A

To include the following clause in the section of the Protocols of the Senate concerned with committee assignments:

In fulfilling its duty to appoint Senators to the standing committees of the Senate, the Executive Committee shall insure that at least one Senator from the college with the largest enrollment of graduate students has a position on the Graduate Programs Committee.

APPENDIX 4

RCP 10

To specify the voting status of “ex officio”

Preamble

A clarification is needed to clarify an ambiguity in the meaning of “*ex officio*” status on Senate committees, and to bring the *Policies and Procedures* into conformity with what has been the prevailing practice in fact. The current situation contains two levels of ambiguity.

1. On whether administrative positions on Senate committees are *ex officio* or not
2. On whether *ex officio* position are voting or not

Compounding this ambiguity is the frequent discrepancy between what is stated in the *Policies and Procedures* for various committees and what is stated on those committees’ web sites (which in most cases specifies that the administrative slots are “*ex officio non-voting*”).

Committees 2,3,4,5,6,7,8,11,12 list administrative slots not designated as *ex officio*

Committees 1,8,9,10,12,13 list administrative slots that are designated as “*ex officio, non-voting*” (Note that Committees 8,12 include both types of slots)

Furthermore, all committees are mandated to include an administrative *ex officio* slot (for the VPAA) that is not specified as to whether it is voting or not. (*Policies and Procedures*, Article III, Section 1,A,3: “The Provost... shall be... an *ex officio* member of all standing committees of the Senate”)

In addition to this clarification, the proposed motion also corrects a mistaken reference, eliminates an incorrect one, and eliminates language now contradicted by another section of the *Policies and Procedures*.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,J,1 of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

The Executive Committee shall assign Senators from its eligible members to each standing committee. The administration members designated in Article IV, section ~~F-2.I~~ (excluding those identified by role ~~in the statutes~~) shall be appointed by the Provost and Vice President for Academic Affairs. The undergraduate students shall be chosen in the manner determined by the Student Government Association General Assembly. ~~Graduate students shall be appointed by the Committee on Graduate Studies.~~ All *ex officio* members of Senate committees are non-voting member.

APPENDIX 5

RCP 11

To Combine Secretary of Faculty and Executive Secretary of Senate

Preamble

Currently there is a doubling of “executive secretary” functions between the general faculty and the Faculty Senate. Article 1.A of the *Bylaws* specifies a “Secretary” for the Faculty officers, to be elected by the faculty. Article 1.B. specifies that the Secretary be elected to a 3 year term. In addition, there is an “Executive Secretary” to the Senate (elected to a 2 year term), specified in *Policies and Procedures*, Article IV, Section 2,D. The Rules Committee proposes combining these positions. Because the general faculty as a whole elect the “Secretary” of the general faculty, whereas the Executive Secretary of the Senate is chosen only by the members of the Senate, we propose that the elected “Secretary” of the general faculty should serve as the “Executive Secretary” of the Faculty Senate. The term of the Executive Secretary of the Senate should then also be adjusted to be a three-year term.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,D of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

The Executive Secretary – **The Secretary of the General Faculty** shall serve as the ~~An~~ ex-officio (nonvoting) Executive Secretary ~~shall be elected by~~ **of** the Senate for a period of ~~two~~ **(2)** years from nominees submitted, ~~one~~ **(1)** tenured full-time faculty member who has served in the Senate within the prior ~~three~~ **(3)** years from each academic unit listed in ~~A~~ **(5)**. His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, maintain the Senate web site, and serve as a member of the Executive Committee of the Senate.

APPENDIX 6

RCP 27

Proposal to Change the Process of Amending the *Policies and Procedures*

Current Policy

Policies and Procedures Article IV, Section 3 (Modification) currently states:
Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty under the rules set forth in the By-Laws of the General Faculty.

Policies and Procedures Article V, Section 4 (Modification) currently states:
Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of the General Faculty under the rules set forth in the By-Laws of the General Faculty.

Proposed Changes

(highlighted material are additions, strikethroughs are deletions)

Changes to:

Policies and Procedures Article IV, Section 3 (Modification):
Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of a quorum of the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty~~ which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of a meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast.

Changes to:

Policies and Procedures Article V, Section 4 (Modification):
Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of a quorum of the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty~~ which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast.

APPENDIX 7

RCP 25

Proposal to Change the Process of Amending the *Bylaws*

Current Policy

Bylaws Article V (Amendment or Repeal of Bylaws) currently states:
Motion for change or repeal of these By-Laws shall be presented in writing to all members present at a meeting of the body in question. The proposed amendment shall be voted on at the next meeting of that body and must carry by a simple majority vote of the members present.

Proposed Changes

(highlighted material are additions, strikethroughs are deletions)

Changes to:

Bylaws Article V (Amendment or Repeal of Bylaws):

Motion for change or repeal of these By-Laws shall be presented in writing to all members ~~present at a meeting~~ of the ~~body in question~~ **the General Faculty**. The proposed amendment shall be voted on **either: 1)** at the next meeting of that body and must carry by a simple majority vote of the members present; **or: 2) by means of electronic or other written balloting independent of a meeting.** In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the General Faculty.

APPENDIX 8

RCP 7

To Clarify the Definition of Voting for Meetings of the General Faculty

Preamble

Because the quorum rule for meetings of the general faculty was written prior to the development of computer-based communication, its definitions of quorum and voting requirements do not include any reference to electronic means for doing so. Lacking such specification, it has been interpreted narrowly as requiring the physical presence of faculty for quorum requirements. On the basis of such interpretation, the 50% threshold required has been a very rare achievement. The consequence has been that either the presiding officer must declare the appearance of a quorum when it does not exist, or that declaration is challenged and the meeting is adjourned. Because a single attendee can thus force the adjournment of almost any meeting, the potential impact is the disenfranchisement of the faculty's ability to serve as a deliberative body recommending policy to the administration, and the subsequent impoverishment of administrative decision-making bereft of faculty input. Because this prospect can otherwise be an enduring problem, the Rules Committee recommends that the definition of voting be clarified to accommodate electronic communication according to the following proposal.

The Motion

Motion to revise Article I, E, F of the *By-Laws* to specify the inclusion of electronic balloting in the definition of quorum and voting, by the addition of the following highlighted material:

E. QUORUM. A quorum of the General Faculty shall consist of fifty (50) percent of the membership at both regular and special meetings. No vote shall be taken at a meeting of the General Faculty ~~shall be held~~ unless a quorum is present

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings ~~shall~~ may be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other written balloting. In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the General Faculty.

APPENDIX 9

RCP 28

To Revise the Process for Electing Non-senator Representatives

Preamble

Article IV, Section 2,J,5 of the *Policies and Procedures* which specifies the process of selecting non-Senator representatives to Senate committees needs to be revised in light of two problems: the change in the number of colleges, and a misstatement concerning the nature of ex officio appointments. The Rules Committee also recommends a further change to remove a requirement of how the units must elect their representatives, in order to allow the units the latitude to do so according to whatever rules they should designate for doing so. This rule currently states:

Election of nonsenators to committees shall proceed in the same manner in each of the following five units: the College of Arts and Sciences, College of Business, School of Nursing, College of Education and the Library. The faculty of each unit shall elect a Committee on Nominations, composed of five faculty members with at least three (3) years of service at University of West Georgia. The Committee on Nominations shall submit a slate of candidates to a formal meeting of the faculty of each unit to be held not later than April 7. Nominations shall be received from the floor. The deans or heads of the units shall report the results of the election, in writing, to the Chair of the Faculty Senate, the Executive Secretary to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. Academic, ex officio appointments will be likewise reported.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,J,5 of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

Election of nonsenators to committees shall proceed in the same manner in each of the following ~~five~~^{seven} units: the College of Arts and ~~Sciences~~^{Humanities, the College of Sciences and Mathematics, the College of Social Sciences,} College of Business, School of Nursing, College of Education and the Library. The faculty of each unit shall elect ~~a Committee on Nominations, composed of five faculty members with at least three (3) years of service at University of West Georgia.~~ ~~The Committee on Nominations shall submit a slate of candidates to a formal meeting of the faculty of each unit to be held not later than April 7.~~ ~~Nominations shall be received from the floor.~~ ~~its representatives by whatever rules that unit has approved for doing so, no later than April 15.~~ The deans or heads of the units shall report the results of the election, in writing, to the Chair of the Faculty Senate, the Executive Secretary to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. ~~Academic~~^{Administrative}, ex officio appointments will be likewise reported.

APPENDIX 10

RCP 29

To Replace the Term “College of Arts and Sciences”

Preamble

There are three mentions of the “College of Arts and Sciences” in the *Policies and Procedures*, that now need to be replaced with the names of the three successor colleges instead.

The Motion

MOTION: To revise the current statements in these three sections of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

Article I, Section 1,C,2:

The College of Arts and ~~Sciences~~ Humanities, the College of Science and Mathematics, the College of Social Sciences, Richards College of Business, the College of Education, and the School of Nursing shall each include departments appropriate to their respective areas of academic responsibility.

Article I, Section 1,E,2:

The Administrative Council shall be the chief advisory body for administrative activities in the academic operations of the University. It shall consist of the Provost and Vice President for Academic Affairs (chair), Vice President and Dean of Students, Deans of the Graduate School, Arts and ~~Sciences~~, ~~Sciences~~ Humanities, the College of Science and Mathematics, the College of Social Science, Business, Education, the School of Nursing and Honors College; the Executive Director of Institutional Research & Planning; Directors of Continuing Education/Public Services, Information Technology Services and the Library; the chair of the Institutional Studies and Planning Committee of the Faculty Senate; and the President of the Student Government Association.

Article I, Section 1,E,4:

The Technology Coordination Council shall... Membership: The University Technology Officer (chair) and the director or senior staff member of each campus IT staff (including 1 representative each from Information Technology Services, the Learning Resources Center, the College of Arts and ~~Sciences~~ ~~Sciences~~ Humanities, the College of Science and Mathematics, the College of Social Sciences, the Richards College of Business, the College of Education, the Nursing School, Ingram Library, the Department of Computer Science, Business Information Technology Services, Student Affairs, and Distance Education). The chair of the Technology Planning Committee of the Faculty Senate, or a designee selected by the chair, and the University’s Information Security Officer will serve ex officio.

APPENDIX 11

RCP 30

To Replace Outdated Names of Committees

Preamble

In the light of the renaming of some Senate committees, the use of the older terms in various places in the Policies and Procedures now also needs to be updated.

The Motion

MOTION: To revise the current statements in these three sections of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

Article I, Section 1,C,1:

The Graduate Faculty shall be recommended by the **Graduate Programs** Committee ~~on Graduate Studies~~ and appointed by the President.

Articles I, Section 1,E,2

The Administrative Council shall... It shall consist of ... the chair of the ~~Institutional Studies and~~ **Strategic** Planning Committee of the Faculty Senate

Articles I, Section 1,E,4

The Technology Coordination Council shall... and to advise the Technology ~~Planning~~ Committee of the Faculty Senate... Membership... The chair of the Technology ~~Planning~~ Committee of the Faculty Senate

APPENDIX 12

RCP 32

To Allow for the Re-election of Non-senate Representatives

Preamble

Article IV, Section 2,K,1 of the *Policies and Procedures* currently states:

Elected members shall serve a two-year term and shall not be eligible for succession on the same committee until one (1) year after completion of the previous term. Exceptions can be made upon reorganization/recomposition.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,K,1 of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions

Elected members shall serve a two-year term and shall ~~not be eligible for succession on the same committee until one (1) year after completion of the previous term~~ serve no more than two full terms consecutively on the same committee. Exceptions can be made upon reorganization/recomposition.

APPENDIX 13

RCP 33

To Authorize Committees to Appoint Subcommittees and Task Forces

Preamble

Article IV, Section 2,M of the *Policies and Procedures* currently states:

M. Ad Hoc Committees

The Senate or Executive Committee may appoint ad hoc committees as required.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,M of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions

M. Ad Hoc Committees, subcommittees and task forces

The Senate or Executive Committee may appoint ad hoc committees ~~as required.~~ Also each standing committee of the Senate may appoint ad hoc subcommittees or task forces to meet its charge.

APPENDIX 14

Future Agenda Items

1. Protocols of the Senate (RCP 17, including RCP 2B)
2. Remaining changes to *Policies and Procedures*
 - A. Proposal to revise the rules on the storage of Senate documents (RCP 19)
 - B. Proposal to provide an annual budget for the Senate committee responsible for awarding of faculty research grants (RCP 20)
 - C. Proposal for collaboration between Faculty Senate and Staff Advisory Council (RCP 21)
 - D. Proposal to codify resolution when college and university bylaws conflict (RCP 23)
3. Approval of new colleges' bylaws